



BEDFORD COUNTY EMPLOYMENT OPPORTUNITY

Title ***FINANCIAL ANALYST***

Department Bedford County Sheriff's Office

Location Southern VA Internet Crimes Against Children Task Force - Forest, VA

Hours Varies

Description Performs professional accounting work to include reviewing and analyzing financial transactions and documents; reconciling accounts and/or transactions; posting transactions and/or preparing reports on financial activities and accounts. Manages accounts payable, maintains capital asset records, maintains general ledger, prepares various reports and spreadsheets, and performs account reconciliations. Assists with budget development process, including securing and analyzing justification for departmental expenditures, preparing revenue projections. Reviews timesheets and timely submits for payroll processing. Performs related work as required.

Requirements **Minimum Requirements Include:**

- Bachelor's degree in finance, accounting, or closely related field with minimum of two (2) years experience, preferably in government or law enforcement, or an equivalent combination of education, experience, and/or training sufficient to demonstrate the necessary knowledge, skills, and abilities.
- Thorough knowledge of the theory, principles, and practices of accounting; general knowledge of accounting principles specifically related to governmental accounting; ability to plan, organize; analyze and interpret financial data in order to solve complex accounting problems; ability to express ideas clearly and concisely, orally and in writing; ability to take direction and offer technical advice in the field of accounting.
- Highly organized with ability to multi-task and complete a high volume of work within tight time constraints with accuracy and attention to detail. Ability to read and comprehend instructions and correspondence. Proficiency in business English and spelling. Proficiency in the use of MS Office applications including advanced word processing, spreadsheet, and graphics applications with accuracy and reasonable rate of speed. Ability to read and comprehend county, state, and federal policies, procedures and programs of limited scope and difficulty.
- Strong interpersonal and communication skills. Ability to work cooperatively in a diverse professional team and / or independently. Ability to establish / maintain effective working relationships with employees, affiliate agencies, county officials, vendors, external auditors and the general public. Strong quality and service minded.

Preferred Experience includes:

- Advanced degree in accounting.
- CPA

Bedford County maintains a safe, drug-free workplace for its employees. Drug screening, driving record check, a criminal background check, and previous employer references are required for all positions as conditions of pre-employment.

EOE / ADA / Minorities / Females / Vets

Minimum Salary \$ 43,120

Apply Online: <http://www.bedfordcountyva.gov/about-bedford/administration/human-resources/employment>
In Person: Bedford County Administration Building, 122 East Main Street, Suite 202, Bedford, VA 24523

Date Posted 10/31/2017

Deadline Open until Filled